Contents
An introduction to ODI................................................................. 2
Job description ............................................................................. 4
Application process ...................................................................... 8
Terms of employment ................................................................... 8
Additional benefits ....................................................................... 8
Other information ......................................................................... 9

ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:
Candidates are strongly advised to study ODI’s activities and objectives before completing an application form. Further information can be found on odi.org.

An introduction to ODI

Who we are

ODI is an independent, global think tank, working for a sustainable and peaceful world in which every person thrives. We harness the power of evidence and ideas through research and partnership to confront challenges, develop solutions and create change.

ODI has around 240 staff, two-thirds of whom are researchers with the remainder providing a range of communications and professional expertise.

What we do

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

Our guiding principles

We are independent and trusted: established in 1960, ODI is non-partisan, non-profit and evidence-driven. Our independence is the cornerstone of our credibility. It allows us to develop fresh ideas, challenge orthodoxies and take the risks we need to succeed.

At a time when the world is faced with complex dilemmas, innovation will be essential to finding, testing and scaling bold ideas and solutions. We will be increasingly innovative in the ways in which we bring people together, communicate ideas and increase our influence.

We are a global organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden where we work in the world, as well deepen and strengthen our links with who we work with, especially at country level.

ODI exists to have real impact for those who need it most. This is at the centre of our thinking about what to do, where to go and how we measure our success.
Our work

Our work addresses four key global challenges, and explores the tools and approaches needed to enable progress and address risks.

POVERTY AND INEQUALITY
ECONOMIES AND WORK
SUSTAINABILITY
CONFLICT AND FRAGILITY

Our values

Independence
Our work is independent from our funders. Staff are able to challenge donor thinking and policy and the wider development consensus.

High quality
We ensure best practice, innovative approaches and continuous improvement in our research, policy advice and public affairs.

Fairness, diversity and equality
We treat all staff and partners fairly and with respect.

Working together
We continuously try to foster better relationships throughout the organisation. We believe that by working together in a supportive environment, we will achieve more and have greater impact.

Transparency and accountability
We report openly on our use of public funds, and fully communicate our work to our donors, research subjects and partners.

Sustainability
We use resources in a sustainable way, conscious of our impact on the environment.
**Job description**

<table>
<thead>
<tr>
<th>JOB DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST TITLE: ALNAP Operations and Partnerships Manager</td>
</tr>
<tr>
<td>RESPONSIBLE TO: Deputy Director, ALNAP</td>
</tr>
<tr>
<td>RESPONSIBLE FOR: Programme Manager</td>
</tr>
<tr>
<td>Purpose of Job</td>
</tr>
<tr>
<td>The Operations and Partnerships Manager will be responsible for the day-to-day management of ALNAP (Active Learning Network for Accountability and Performance in Humanitarian Action) and will play a key role in developing and maintaining management tools to support the ALNAP Director, ALNAP Deputy Director and ALNAP Secretariat in the delivery and implementation of ALNAP’s annual work plan. This includes the smooth management of work plans, budgets, reporting, ALNAP operations team members and external partnerships, including ALNAP Member organisations and other stakeholders.</td>
</tr>
<tr>
<td>Main Duties and Responsibilities</td>
</tr>
<tr>
<td>Under the guidance of, and reporting to, the ALNAP Deputy Director, this will consist primarily of:</td>
</tr>
</tbody>
</table>

**Business development and Partnerships:**

- Manage all business development processes, including:
  - Act as ALNAP liaison with all donors and ALNAP Members and coordinate meetings with donors and ALNAP Member organisations.
  - Provide strategic input to deepening collaborative partnerships with current donors, revitalising former funding arrangements, and maintaining strong productive working relationships with all ALNAP Members (donors and others).
  - Identify opportunities for new key partnerships within the ALNAP Network and enhance existing ones.
  - Manage ALNAP business development process, including proposal preparation, contract negotiation and partnership development, including developing budgets and tailoring technical documentation.
  - Lead the financial and commercial negotiations with donors.
  - Produce annual funding analysis and prepare future strategy documents (to include identification of new opportunities, donors and multi-year funding requirements).
  - Provide strategic financial management of large multi-annual, multi-donor, multi-partner projects (e.g. USAID and Sida) and lead on strategic allocation of work streams to be funded by specific donors.
  - Lead on strategic requests of funds to donors and other Members, ensuring sufficient income is received without creating reserves.
  - Manage the Membership contribution follow up and coordinate bilateral meetings with Member Representatives.
Financial Management and coordination:
- Monitor, track, coordinate and report on all financial information flows for ALNAP, including ALNAP’s annual work plan budget, individual work stream budgets and ALNAP’s contributions to ODI.
- Track, synthesise and report regularly on financial management information to ALNAP funders according to their individual specifications and requirements, including set-up of internal milestones and monitor project deliverables against contractual requirements and invoicing schedules.
- Coordinate donor progress reports and ALNAP Annual Report financial information.
- Produce quarterly written and verbal reports to the ALNAP Steering Committee on finances and funding.
- Oversee financial planning and reporting by the ALNAP Programme Manager.
- Liaise with project partners and sub-contractors on financial and contractual matters.
- Reconcile and consolidate ALNAP and ODI finances at year end.

ALNAP Operations management:
- Lead on the development of high-quality and efficient management systems in ALNAP, including financial and work stream planning, Membership engagement and monitoring impacts.
- Facilitate information sharing and problem solving across the ALNAP Secretariat team to improve the effectiveness of core functions and ensure ongoing strengthening of management systems and administrative systems.
- Advise and sit on selection panels for key staff.
- Ensure the risks of the programme/project are minimised and are in full compliance with ODI procedures.
- Support the ALNAP Deputy Director in ODI/ALNAP governance and business planning.
- Management responsibility for ALNAP’s Programme Manager.

ALNAP work plan delivery and impact:
- Coordinate the process of formulating of the ALNAP consolidated workplan (including individual researchers’ work plans).
- Ensure Research Fellows and ROs are sufficiently supported on planning and delivery for ALNAP’s individual work streams.
- Lead monitoring and tracking progress against objectives and deliverables of the annual work plan, individual work streams, log frames and other indicators, in order to ensure that targets are achieved, and deliverables are produced on time, to budget and to the necessary standard.
- In close cooperation with ALNAP Communications Team and Researchers, coordinate the production and distribution of project deliverables.
- Coordinate the dissemination of progress reports to donors and quarterly work plan updates to the ALNAP Steering Committee.
- Oversee the development of improved governance processes for ALNAP, including development of new Membership criteria and applications processes, in support of the Deputy Director.
- Coordinate the engagement of, and collaboration with, ALNAP Members.

Events Management:
- Manage the organisation of the ALNAP four-day Annual Meeting which brings together 200 participants and high-level civil dignitaries from around the world.
- Work with the ALNAP Director and wider ALNAP team to oversee the organisation the launches of the ALNAP State of the System Report and other ALNAP events.
Knowledge management:
- Coordinate work, delivery and information sharing within ALNAP.
- Devise strategic and management tools for the achievement of ALNAP objectives over the long-term.
- Ensure ongoing strengthening of programme management and administration by tackling problems that undermine core business and operations.
- Facilitate information sharing across ODI, with internal departments and other programmes.

Line and team management:
- Lead on recruiting, developing and supporting of directly line managed staff.
- Review resource needs and implement strategies to meet changing workloads of direct line reports.
- Participate in interview processes for PM staff
- Conduct appraisals, set appropriate objectives/team priorities and monitor and manage performance against these.
- Support the Deputy Director on the recruitment process for all other positions within the ALNAP team.
- Model and promote the application of ODI’s values within the team and with others

Person Specification

Essential

Knowledge and qualifications
- Masters degree in a relevant discipline
- Extensive knowledge and experience of financial management, coordinating proposals, and managing partnerships.
- Knowledge of humanitarian policy issues.

Experience
- Experience of donor relationship management, including donor narrative and financial reporting of major, multi-year, multi-donor programmes.
- Experience of establishing complex financial/management processes and techniques systems and procedures.
- Substantial experience of project/programme management and administration on high value, multi-year and multi-stakeholder projects, specifically within a humanitarian or development context.
- Substantial experience of managing staff to tight deadlines in a team environment.
- Experience of managing large international events.
- Experience of managing staff to tight deadlines in a team environment

Skills/abilities
- Strong analytical skills, especially on financial management.
- Advanced IT skills including excel, word, outlook, PowerPoint and databases and other financial management tools.
- Excellent communication ability in relation to a wide variety of audiences from different countries and cultures.
- Skills in negotiation, listening and communication of ideas, problem solving, decision-making and conflict resolution, with an ability to innovate in order to overcome problems.
- Project and personnel management skills, with excellent time management and strategic task prioritisation abilities, including multitasking skills in a high-pressure environment.
- Exceptional planning and execution skills.
- Ability to be flexible and adapt to evolving project demands.
- Strong and clear communication skills: written, verbal and visual
- Excellent ability to build cross-cultural relationships with partners and colleagues at various levels of seniority

Desirable
- Experience of working for, or managing, a network or Membership organisation.
- Experience working in a developing country or with developing country partner organisations
- Foreign language skills
- Experience of SharePoint document management system

Key Relationships and Contacts
- Director of ALNAP, Deputy Director of ALNAP, ALNAP Researchers and Communications staff
- ALNAP Membership and Steering Committee
- ODI Central services
- Sub-contractors, consultants, interns.

All staff are expected to:
- Positively support equality of opportunity both within ODI and externally
- Help maintain a safe working environment and take responsibility for own and colleagues’ Health and Safety
- Undertake such other duties within the scope of their post as may be requested by their Manager.

All staff are expected to:
- Positively support equality of opportunity both within ODI and externally
- Help maintain a safe working environment and take responsibility for own and colleagues’ Health and Safety
- Undertake such other duties within the scope of their post as may be requested by their Manager
Application process

ODI job site: https://jobs.odi.org.uk

Closing date: The closing date for receipt of applications is midnight, UK time, on:
Tuesday, 12 May 2020

Expenses: It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

Terms of employment

Location: ODI is based at 203 Blackfriars Road, London SE1 8NJ, UK

Salary: £41,575–£51,466 per annum on ODI’s pay structure. Starting salary will be dependent on qualifications and experience, and subject to review.

Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

Hours: 09:30–17:30, Monday to Friday, 35 hours per week.

Contract: Permanent All contracts of employment are subject to a six-month probationary period.

Leave: 25 days per annum, plus statutory holidays and 3 days’ paid leave for the office closure during the Christmas and New Year period. Maternity, paternity, adoption and parental leave. Full-pay sick leave after a qualifying period.

Pension: The Institute offers a contributory pension scheme with the Universities Superannuation Scheme (USS). www.usshq.co.uk

Union: ODI recognises UNITE and all staff have the right to become members.

Additional benefits

Loans: The Institute offers an interest-free season ticket loan on completion of probationary period.

Cycle to Work Scheme: Save up to 42% on the value of a bike and accessories for commuting, and pay monthly through your salary.

Employee assistance programme: Confidential Health and wellbeing support.

Flexible working options: Support in maintaining a healthy work-life balance.

Maternity, paternity and adoption leave: Enhanced pay for eligible employees after a qualifying period.

Relocation: Assistance is available towards employees who have been recruited from a place outside the UK.
Other information

ODI is based at: 203 Blackfriars Road, London, SE1 8NJ.

Our offices are close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. There are good transport connections to all parts of London.

ODI is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.

ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee: